

BY ORDER OF THE COMANDER



SAFB SUPPLEMENT 1

AETCI 10-205

10 May 1999

Operations

AIR EDUCATION AND TRAINING COMMAND

EXERCISE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the **SAFB WWW** site at <http://www/sheppard.af.mil>. If you lack access, contact the OPR or the Base Publications Manager.

Supersedes all previous 82 TRW/XPE Policy Letters
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HQ AETC/AOS/AOX – 1

AETCI 10-205, 21 April 1997, is supplemented as follows. This supplement applies to all AETC and tenant units. It does not apply to any geographically separated units.

5.3.1. **(Added)(SAFB).** The number of people from a unit appointed to the team is determined by the unit commander and Chief, Exercise Evaluation Team. This ensures the unit commander has an accurate coverage of the unit's capabilities.

5.3.2. **(Added)(SAFB).** Identify EET member replacements in time to ensure a smooth transition. Forward a memorandum of appointment to 82 TRW/XPE within five workdays of the appointment. Desired overlap is 30 days to meet formal and local training requirements in an orderly manner. If possible, new EET members should observe the exercise planning, execution, and evaluation process before being officially assigned exercise evaluation duties. All units are tasked with providing support to EET training requirements as required.

5.3.3. **(Added)(SAFB).** EET members will research and develop checklists applicable to the functional area being evaluated. Members observe and report on unit/individual performance during exercise execution, obtain objectives from the agency chief/squadron commander, and prior reports, as appropriate.

5.3.4. **(Added)(SAFB).** EET members will:

5.3.4.1. **(Added)(SAFB).** Develop realistic, challenging task evaluations that measure the unit's ability to support the exercise/incident.

5.3.4.2. **(Added)(SAFB).** Act as role players in exercises. This could involve acting in a variety of roles ranging from a bank robber to an injured person. The following rules apply while participating as a role player. Role players will:

5.3.4.2.1. **(Added)(SAFB).** Adhere strictly to the scenario and input cards as written. No ad-libbing outside of the scenario.

5.3.4.2.2. **(Added)(SAFB)**. Comply with requests/orders from responding Security Force personnel.

5.3.4.2.3. **(Added)(SAFB)**. As perpetrators, will not struggle or make sudden moves when under apprehension by the Security Forces.

5.3.4.2.4. **(Added)(SAFB)**. As perpetrators, may use passive evasion methods in exercises prior to detection.

5.3.4.2.5. **(Added)(SAFB)**. As perpetrators, will not identify themselves as EET members while in the role-playing mode. When challenged during an exercise, EET members comply with challenger's instructions and provide the scripted identification information when requested. However, evaluators will carry their EET identification at all times.

5.3.4.2.6. **(Added)(SAFB)**. As perpetrators, record observations of exercise participants for the evaluation report. The "bird's eye" view of the exercise has proven vital to exercise analysis.

5.3.4.2.7. **(Added)(SAFB)**. Ensure safety is paramount while role playing. In every exercise, consideration for safety is an important aspect for all personnel.

5.3.4.3. **(Added)(SAFB)**. Assist the deputy chief in planning, executing, and evaluating exercises.

5.3.4.4. **(Added)(SAFB)**. Draft assessments of evaluated areas and validation paperwork for the deputy chief.

5.3.4.5. **(Added)(SAFB)**. Perform additional duties for the EET Chief in the administration of the SAFB EET program, e.g., munitions handler, props.

5.3.4.6. **(Added)(SAFB)**. Ensure checklists in evaluator folders are up-to-date with the unit's checklist. If the evaluation folders/notebooks are used they will contain the following information: EET roster, Unit Control Center phone number listing, and evaluator checklists.

5.3.4.7. **(Added)(SAFB)**. Unit EET evaluators must immediately notify the EET Chief if participation in the EET is causing problems with your supervisor or superiors. Evaluator comments at the EET debriefs and in reports will fall under the non-attribution policy.

5.3.4.8. **(Added)(SAFB)**. Attend both the in-brief and debrief. Absences must be coordinated in advance.

5.3.4.9. **(Added)(SAFB)**. NLT 30 days prior, notify the EET Chief if you will be leaving the base (PCS/TDY), changing positions, etc., so we can ensure a quality replacement is trained prior to your departure.

5.3.5. **(Added)(SAFB)**. The following general rules must be observed by all EET evaluators:

5.3.5.1. **(Added)(SAFB)**. Ensure all exercises are conducted safely.

5.3.5.2. **(Added)(SAFB)**. Maintain proper exercise communications discipline during exercises.

5.3.5.3. **(Added)(SAFB)**. Do not discuss specifics for upcoming exercises with non-EET personnel.

5.3.5.4. **(Added)(SAFB)**. Know the common ground rules and standard simulations.

5.3.5.5. **(Added)(SAFB)**. During the exercise planning phase, think through organizational responses to exercise events so as not to be caught by surprise. Pre-coordinate implementers with EET members of agencies which may be affected by the implementer.

5.3.6. **(Added)(SAFB)**. Trusted Agents. These are not regular EET members. They are solicited/enlisted to help facilitate the conduct of a particular exercise (e.g., moulage team, weather and intelligence personnel, etc.). They can also be used to augment a unit's EET representative to help record events/conditions for that unit.

6.2.2.1. **(Added)(SAFB)**. 82 TRW/XPE will conduct initial EET training. Documentation of the completed training will be accomplished and maintained by 82 TRW/XPE. EET training includes initial, specialized, and recurring training to maintain proficiency.

6.2.2.2. **(Added)(SAFB)**. Once trained, EET members will develop realistic and challenging exercise inputs that measure the unit's ability to support the exercise/incident. Members will assist the EET Chief and Superintendent or Deputy Chief in all phases of planning, executing, and evaluating exercises and act as role players in exercise scenarios if necessary.

6.2.3.2.1. **(Added)(SAFB)**. Deployment EET training. This specialized training includes Unit Type Code (UTC) Team Chief and Unit Deployment Manager (UDM) training. Evaluators must receive training for the areas they evaluate.

6.2.3.2.2. **(Added)(SAFB)**. Disaster Control Group evaluators also require specific training provided by disaster preparedness instructors.

6.2.3.2.3. **(Added)(SAFB)**. The below listing identifies the training required and the OPR. Send an AF Form 2426, Training Request and Completion, to the OPR one week prior to the date of the training to schedule yourself for that training. 82 TRW/XPL publishes a quarterly training letter identifying the dates of the classes. This letter should be given to you at the EET Initial training class. Notify the OPR at least 24 hours prior to the scheduled class if unable to attend. Unit commanders will be notified of all persons who fail to attend a scheduled training course. All personnel require Initial EET and HAZMAT Awareness training. Only those personnel whose units deploy will need the additional training identified by an asterisk.

Initial EET, XPE, 6-6363

Battle Staff/Crisis Action Team, CP, 6-6266

Explosive, XPE, 6-6363

HAZMAT 1, CEX, 6-7211

DPU, DPMA, 6-4837

DCG, CEX, 6-7211

*CBWDT, CEX 6-7211

*Cargo Prep/Pallet build up, LGTR, 6-5289

*UTC-TC, XPL, 6-6744

*Hazardous Cargo (2 day), LGTR, 6-5289

*UDM/DCC, XPL, 6-6744

*TCU (PDF, MVO, CDF); LGTR, 6-5289

6.2.3.2.4. **(Added)(SAFB).** CONEX EET Training: this includes chemical/biological warfare defense training (CBWDT) for personnel who may assist in the evaluation of deployed personnel in attack response procedures.

6.2.4. **(Added)(SAFB).** Explosive training is for evaluators who may use smoke and ground burst simulators during scenarios.

6.2.4.1. **(Added)(SAFB).** The base OPR for anti-hijacking plans and compliance with AFI 13-207 is the 80 FTW/XP. Additionally, the 80 FTW will develop a comprehensive exercise scenario and objectives for the 82 TRW/XP. The 82 TRW/XP will conduct (with 80 FTW/XP coordination) an anti-hijacking exercise IAW AFI 13-207 and AETCI 10-205. The frequency of the exercise will be IAW AFI 13-207.

7.7.3. **(Added)(SAFB).** Ensure an adequate number of team members are trained on the use of exercise munitions (smoke pots, grenades, ground burst/hand grenade simulators, etc.) and procure them as required. Forecast yearly requirements and provides these requirements to AETC/AOS and munitions accountable officer.

7.9. **(Added)(SAFB).** Obtain/maintain exercise props and munitions to add realism to exercise scenarios.

12.1. **(Added)(SAFB).** Establishes overall exercise objectives to evaluate the base or specific units. Assesses requirements from regulations, AETC/IG crossfeed and crossfeeds from other AETC EETs, past SAFB EET interest items, inputs from SAFB commanders staff agency chiefs, and suggestions from team members in developing exercise scenarios and objectives.

15.1. **(Added)(SAFB).** Ammunition Procedures During Deployment Exercises:

15.2. **(Added)(SAFB).** Do not transport ammunition, weapons, or other hazardous or sensitive cargo to any off-base marshaling area without prior coordination with the Chief, EET or IG inspector. Units required to process palletized or boxed ammunition (via exercise message) will always use live ammunition.

15.3. **(Added)(SAFB).** Units will not tamper with ammunition containers. Munitions Storage Area personnel will provide deploying units with boxed munitions, stored in original containers. Under no circumstances will units break the seals on the ammunition containers.

15.4. **(Added)(SAFB)**. Live ammunition will be placed in crates or on pallets according to load and packing lists, and processed IAW the SAFB Deployment Plan. Live munitions placed crates or on pallets will be transported directly to the deployment processing building.

15.5. **(Added)(SAFB)**. Immediately after personnel and cargo are released by the EET, after simulated deployment, all ammunition will be returned directly to the Munitions Storage Area.

15.6. **(Added)(SAFB)**. At no time will live ammunition be taken with the exercise deployment team to the exercise area.

16.4. **(Added)(SAFB)**. Coordinate with local Staff Judge Advocate prior to any off-base exercise.

24.2.1. **(Added)(SAFB)**. Distribution to on-base agencies is via e-mail or FAX and off-base agencies via e-mail of the Joint Universal Lessons Learned System (JULLS) database.

25.1.1. **(Added)(SAFB)**. Units identified as the OPR for Remedial Action Projects (RAPs) must provide a written response to 82 TRW/XP outlining corrective actions (see reply format, attachment 1). The letter must be signed by the unit commander, routed/coordinated through the group commander, and sent to 82 TRW/XP NLT 10 duty days from the date of the report. In the event corrective actions cannot be completed by the suspense date, replies must indicate the current status and a timeline for completing corrective actions with an estimated closure date. Written status updates are due to 82 TRW/XP NLT the 3rd working day of each month until corrective actions are completed.

28.1. **(Added)(SAFB)**. Natural Disaster Response Exercise will be a tornado and should involve military assistance to civilian authorities when conducted with local civilian authorities.

31.1. **(Added)(SAFB)**. EET perpetrators will: obey all orders of responding forces; not use actual weapons or blank ammunition for EET conducted exercises.; not in any way openly display simulated weapons or use a threatening manner toward anyone. Simulated weapons are only used to evaluate the thoroughness of a body search. If an SFS objective asks for a perpetrator to openly display aggressive behavior this scenario must be carefully choreographed so as to prevent harm to the perpetrator and responding SFS member.

37.2.1. **(Added)(SAFB)**. No listing of simulations and guidelines can cover every situation. When a situation arises which is not covered by this instruction, the affected agencies should request approval for simulations/limiting factors (LIMFAC) through unit command channels to the EET Chief or the IG Team Chief, as appropriate. Individual EET evaluators or IG inspectors will not approve requests for simulation unless safety or security is a factor. Time compression simulations can be approved by Chief EET or IG Team Chief. The Wing Commander or Vice Commander is the final approving authority for any simulation not covered in the attachment 2, *Exercise Ground Rules and Preapproved Simulations Cross Reference*.

38.10.2.1. **(Added)(SAFB)**. EET members are authorized to immediately interrupt or terminate an exercise process upon the observation of any unsafe conditions or unsafe acts. Termination of exercise process will only be used if the unsafe conditions or acts can not be corrected at the time of the exercise

and continuation of the exercise process places individuals, property, or the environment at risk. The EET Member will immediately notify the EET Chief of the exercise process termination and the reason(s) why.

38.10.4. **(Added)(SAFB)**. These responsibilities are essential in minimizing losses that may result from mishaps occurring during exercise on Sheppard AFB.

38.10.5. **(Added)(SAFB)**. EET members will include safety requirements, which are applicable to the task they are evaluating, to their list of evaluated areas.

38.11.1. **(Added)(SAFB)**. Maintain a copy of recall messages in the unit control center and be prepared to demonstrate telephonic recall capability for members on leave.

38.13.1. **(Added)(SAFB)**. Personnel located in buildings which are inside an emergency cordon must evacuate or be directed to an in-place shelter (where more appropriate).

38.13.2. **(Added)(SAFB)**. Facilities listed in the ground rules attachment may be evacuated with prior coordination and when operational requirements allow.

38.16.1. **(Added)(SAFB)**. An explanation of procedures, inventory of stock and/or partial completion of operations (such as shelter hardening, receipt of food stocks, etc.), and a show of resources available is sufficient to demonstrate capabilities.

38.16.2. **(Added)(SAFB)**. When "activate shelters" is ordered, at least 20 people from designated units throughout the wing (serving as base populace) will move to the shelter.

38.20.1. **(Added)(SAFB)**. For required HQ AETC ORI (CRIMSON HAWK) exercises, maintain a written copy of all incoming and outgoing exercise correspondence in a separate folder (place classified and unclassified items in separate folders) for review by the AETC/IG team chief on a daily basis. All written reports will be prepared with "NOT FOR TRANSMISSION" in the special instructions section of the message form and the DATE and TIME block will be left empty.

38.20.2. **(Added)(SAFB)**. For other higher headquarters directed exercises, contact with off-base agencies, exercise message preparation and transmission will be IAW the appropriate EXPLAN, SPIN, or instruction.

38.21.1. **(Added)(SAFB)**. During off-base exercises, while the emergency vehicle is parked at the exercise location, warning lights may be used to warn the general public to use caution in the vicinity of the exercise site.

38.21.2. **(Added)(SAFB)**. To avoid damage to buildings and/or fire-fighting equipment, fire crews will use charged lines outside of structures only. Use dry lines for interior operations.

38.27.2.1. **(Added)(SAFB)**. EET or IG perpetrators/participants will verbally respond to the question "Are you a EET/IG role player?", after the appropriate actions have been demonstrated.

38.27.2.2. **(Added)(SAFB)**. The responding forces should act first, if a person grabbed is a non-player then the EET representative/controller will intervene. Persons not responding as a EET/IG role player should be treated appropriately.

38.28. **(Added)(SAFB)**. Exercise Participation. The following additional guidelines for exercise participation apply at Sheppard AFB.

38.28.1. **(Added)(SAFB)**. Voluntary participation of on-base dependents is encouraged. Family members and other non-participating personnel should use discretion in their activities so that interaction with duty personnel will not detract from exercises.

38.28.2. **(Added)(SAFB)**. Airman Leadership School attendees will participate in all THREATCON exercises.

38.28.3. **(Added)(SAFB)**. The Youth Center and Child Development Center Director may order evacuation of their buildings or shelter if they deem necessary. However, they will participate in THREATCON exercises to the extent that personnel entering the facilities are identified at THREATCON Charlie. At the discretion of the Wing Commander and/or Support Group Commander, the hours of the center may be extended in support of personnel participating in exercises.

38.28.4. **(Added)(SAFB)**. If the Disaster Control Group (DCG) alert still photographer is already involved with the EET for an exercise, the Visual Information Center will not need to dispatch another photographer with the DCG. However, the proper notification process should take place and, if not already with the EET, the photographer should then be dispatched. The Visual Information Center will advise the Readiness Control Center (6-7208) if an alert photographer is on assignment with the EET.

38.29. **(Added)(SAFB)**. Copies of AETCI 10-205 and this supplement will be maintained in the Battle Staff and Unit Control Centers.

39.3.1. **(Added)(SAFB)**. When a team or chalk (passenger and cargo) is ready to deploy, notify the EET/IG transportation inspector and hold the team or chalk until inspected. Provide the inspector a copy of all personnel manifests, cargo manifests, Shipper's Declaration of Dangerous Goods, DD Forms 1387-2, a Special Handling Data/Certification, and other documentation generated during the exercise if applicable to the team being exercised.

39.4.1. **(Added)(SAFB)**. Provide the logistics plans evaluator a copy of all required deployment messages to be released during the course of the exercise. Also, provide a copy of the deployment control center and cargo deployment function charts and events log immediately after completion of the exercise.

39.4.2. **(Added)(SAFB)**. Identify any simulated personnel on the orders with an "S." The (82 CPTS/FMAL) personnel will initial orders to verify fund cite and CPTF coordination.

39.5.1. **(Added)(SAFB)**. Units that are the source of backfill equipment shortages will surrender equipment to the deploying unit. The deploying unit will sign a hand-receipt taking responsibility for the equipment. The appropriate paperwork to accompany the transfer of equipment accountability will

also be accomplished, however, the transfer of accounts will not occur. Items that cannot be moved or issued will have the appropriate paperwork accomplished. If equipment transfer would severely disable the mission of the losing agency, that unit will submit a Limiting Factor (LIMFAC) report to the EET Chief. This LIMFAC report will be accomplished within seven working days after the exercise and include the resource in question, where in the scenario the problem took place, and the overall effect on the mission.

39.5.2. **(Added)(SAFB).** For exercises conducted during flying operations, the Fire Department will keep sufficient fire-fighting equipment on the flightline to support flying operations.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander

5 Attachments:

1. Reply Instructions/Format
2. Exercise Ground Rules and Pre-approved Simulation
3. SAFB Form 250 (Implementer)
4. Simulation Request Sample Letter
5. Examples of Simulation Signs

Attachment 1

REPLY INSTRUCTIONS/FORMAT

Computer generated letter head is OK to use.

Please include only one observation per page using the format below:

DATE (current)

MEMORANDUM FOR 82 TRW/CV
82 TRW/XPE
IN TURN

FROM: Your organization and address

SUBJECT: Exercise Scarlet Hawk XX-XX (i.e. 96-10) Response

1. **POC:** name and phone number
2. **Suggested Status:** Open/Closed
3. **Estimated Closure Date:** (forecast a date if status is open)
4. **RAP Number:** XXX (from report)
 - a. **Observation:** As stated in the report
 - b. **Action:** Actions taken or being taken to correct the finding

JOHN L. DOE, Lt Col, USAF
Commander, Your Unit

NOTE: Corrective actions such as “individual has been briefed” or “this area will be emphasized at the next training meeting” do not normally provide permanent fixes to the problems identified. A better corrective action reply is to identify lesson plan changes, checklist modifications, publishing/revising OIs, establishing new recurring training items, etc., something that institutionalizes a long term “fix.”

*Attachment 2***SHEPPARD AFB EXERCISE GROUND RULES and PREAPPROVED SIMULATIONS**

References: AFI 13-207, AFI 90-201, AFI 32-4001, AFI 32-4002, AFI 10-204, AETCI 10-205

GROUND RULES:

1. **(Added)** Documentation: All required voice and written reports will be provided to the IG/EET (hard copy of voice reports). Do not transmit reports off base unless required to do so by special instructions from the EET. If the off-base agency has agreed, in advance, to support the exercise contact may take place at the appropriate time in the exercise. (AFI 90-201/AETC Sup 1 par A10.13)

1.1. **(Added)** All paperwork associated with the recall will be completed and given to the EET. (AFI 90-201/AETC Sup 1 par A10.12)

1.1.1. **(Added)** H-Hour (or R-Hour) is established when the WG/CC directs recall. "H-Hour plus 1" is defined as 90 minutes after H-Hour establishment (30 minutes to complete the recall and 60 minutes to respond).

1.2. **(Added)** Copies of incoming/outgoing exercise correspondence will be maintained for daily review by IG/EET. Classified and unclassified correspondence will be maintained separately. (AFI 90-201/AETC Sup 1 par A10.14)

1.3. **(Added)** Prepare, but do not process, AF Form 9, Request for Purchase, Government Travel Requests (GTRs), Government Bill of Ladings, and other forms needed to acquire transportation or locally procured materiel (simulated controlled forms are acceptable). (AFI 90-201/AETC Sup 1 par A22.8)

1.4. **(Added)** Adverse trends may indicate the need for an increased sample size when conducting bag checks on small chalks.

1.5. **(Added)** For 80 TRW: Instructors and students actively engaged in flying, simulator, and ground training, as well as personnel directly supporting training, will be exempted from exercises. Squadrons will participate in THREAT CONDITIONS (THREATCONs) and treat inputs as if they are "real-world." They should also have a plan to demonstrate capability to evacuate the buildings should the scenario require it. 80 FTW/XP is the point of contact for exercises involving flying training.

2. **(Added)** Notification: Notify the fire chief and air traffic control tower at least 30 minutes prior to an exercise. This is necessary to ensure actual emergencies do not exist and the exercise does not prevent the fire department from supporting other critical mission requirements. Also, coordinate with the chief of air traffic control operations.

3. **(Added)** Evacuation.

3.1. Facility exemption from TOTAL evacuation:

Attachment 2 (cont)

- 3.1.1. Base Ops dispatch desks, air traffic control facilities, switchboards, communication centers, fire/weather station and Emergency Services Department.
- 3.1.2. Command Post (CP), unit control centers (if hardened), liquid oxygen and nitrogen plants, POL hydrant systems, and waste disposal facilities.
- 3.1.3. Hospital, clinic, satellite pharmacy and dental facilities.
- 3.1.4. Classrooms where promotion, career development, and academic testing are in progress.
- 3.1.5. Law enforcement posts.
- 3.1.6. Schools, nurseries, Youth Center, Child Development Center, BX facilities, commissary, credit union, bank, and post office.
- 3.1.7. Religious services and ministrations.
- 3.1.8. Munitions storage area.
- 3.1.9. Military court facility.
- 3.1.10. Dining facilities.
- 3.1.11. Data processing centers.
- 3.1.12. **(Added)** Military Family Housing (MFH) Occupants are not required to evacuate unless they choose to participate. If they do not evacuate, they should remain in their quarters until termination of the exercise.
- 3.2. **(Added)** Exempted facilities may be evacuated if prior coordination has been made.
- 4. **(Added)** Exemption of Training Activities Funded by Other Organizations: Training activities and classes funded by other organizations are exempt from exercises while actively engaged in training. **Note:** This does not exempt participation in THREATCON or Severe Weather exercise requirements during non-training times (i.e. breaks or before and after class times), or when directed by the Wing Commander.
- 5. **(Added)** All DAF civilians are required to participate in all base-level, or higher, exercises. (AFI 90-201/AETC Sup 1 par A10.11). If the commander deems that overtime is not appropriate, he/she will, if at all possible, notify the EET at least 30 minutes prior to end of the duty day.

Attachment 2 (cont)

6. **(Added)** Driving: All posted speed limits and regulatory signs must be obeyed. (AFI 90-201/AETC Sup 1 par A10.15)

7. **(Added)** Ground burst simulators (GBS), and smoke grenades will be used to enhance exercise realism when appropriate. Fire guards will be posted where GBS, or smoke grenades are used. Air cannons are also utilized to simulate battle noise.

8. **(Added)** Airfield Operations.

8.1. **(Added)** Air Traffic Controllers, Supervisors of Flying (SOFs), Base Operations personnel, and flying squadrons should not simulate the effects of exercise scenarios on normal daily operations. Appropriate status changes, runway/taxiway closures, Notice to Airmen (NOTAM) transmissions, etc., should be carried out until directed otherwise by the EET/IG evaluator. Exercise NOTAMs will not be transmitted, but will be delivered (fax/e-mail) to the Command Post. Transmitting "real world" NOTAMs describing potential delays or other effects of an exercise in progress should be considered. The SOF has the authority to override all exercise inputs in order to maintain safe control of resources.

8.2. **(Added)** If an exercise question arises and no EET/IG member is readily available, the SOF or higher authority will be consulted to make the decision.

8.3. **(Added)** EET/IG members will not direct the movement of aircraft or distract controllers. EET/IG inputs will be passed through the tower supervisor and/or SOF.

8.4. **(Added)** Runways should remain available for emergency aircraft recoveries. This may require the EET/IG to artificially relocate emergency response crews, the Entry Control Point, and/or cordon guards. Players should respond as though the situation were real until directed otherwise by the EET/IG.

8.5. **(Added)** No exercise should cause wing aircraft to divert away from SAFB or its auxiliary fields. The SOF can coordinate the orderly recovery of aircraft with the EET/IG. Runway/taxiway closures will be planned for only a duration that will allow the wing to demonstrate capabilities without lasting so long as to cause aircraft to divert. Eventually, the exercise may continue while simulations are used to return flying operations to normal. These scenarios will be coordinated with the 80 FTW/XP. SAFB can expect to receive diverts from other surrounding bases.

8.6. **(Added)** Aircraft may be moved/taxied during disaster exercises only with the approval and prior coordination with the 80 FTW Commander, or his designated representative. All towing operations will follow all real world safety and Technical Order guidance. If towing is simulated, a tug connects to and disconnects from the aircraft and then proceeds to the appropriate evacuation area as if the aircraft were in tow. If taxiing is simulated, have all necessary equipment available (such as a power unit) and have qualified personnel available at the aircraft. Simulate removal of intake covers, etc., and keep tie downs fastened.

Attachment 2 (Cont)

9. **(Added)** Deployments: Do not use deploying personnel and equipment once deployed or simulated deployed, in subsequent exercises until termination of the ORI. Equipment will be set aside until termination of ORI. (AFI 90-201/AETC Sup 1 par A22.6)

9.1. **(Added)** Do not deploy equipment that would be transferred to another organization. (AFI 90-201/AETC Sup 1 par A22.7)

9.2. **(Added)** Do not transport class 1.1 or 1.2 explosives to the marshaling area without prior coordination with transportation inspector. (AFI 90-201/AETC Sup 1 par A22.9)

9.3. **(Added)** Requirements for each UTC when ready to deploy: When team is ready to deploy, IG/EET will inspect chalk. When inspection is completed, IG/EET requires all documentation for the chalk such as: troop commander and cargo courier packages, AF Forms 9, Government Bill of Ladings, GTRs, work center logs, etc. (AFI 90-201/AETC Sup 1 par A22.11)

9.4. **(Added)** Upon completion of Initial Response Phase, prepare a package containing the following for the Logistics EET/IG. (AFI 90-201/AETC Sup 1 par A22.12)

9.4.1. IG generated tasking messages.

9.4.2. Equipment shortfall requests. Load departure messages.

9.4.3. Leave release requests.

9.4.4. War Reserved Material release requests.

9.4.5. Personnel on leave or TDY recall requests.

9.4.6. Load departure messages.

9.4.7. Copy of special orders.

9.4.8. Deployment control center logs.

9.4.9. **(Added)** ID simulated people with an "S" on TDY orders. (AFI 90-201/AETC Sup 1 par A10.22.2)

9.5. **(Added)** Individual protective equipment. Protective (training) equipment will be worn. Personnel can operate GOVs while wearing protective masks only on base. Personnel cannot drive POVs wearing mask. If wearing equipment creates an unsafe situation, the equipment will not be worn after coordination with an EET member.

9.5.1. **(Added)** EET evaluators are not available to units during exercises unless released by the Chief, EET. However, they will be simulated as present for duty.

Attachment 2 (Cont)

9.6. **(Added)** Prepare functional mobility equipment (FME) transfer, but do not run or actually transfer equipment custody. In lieu of an FME card deck, use alternate procedures (CA/CRLs, surge program, etc.) to simulate transfer of equipment accountability.

9.7. **(Added)** Deployed team members and equipment, once deployed or simulated as deployed, will not be used in subsequent exercises until termination of exercise play. Simulated deployed personnel will not return to duty stations without EET or IG approval until exercise play is terminated. Equipment identified for deployment will be set aside.

10. **(Added) Runways:** Simulate closing runways. Do not block runways. (AFI 90-201/AETC Sup 1 par A10.20)

11. **(Added) Contingency Operations:** Battle Staff (BS), CP, and unit control centers (UCC) will activate and take actions based on scenario inputs. Actions will not be taken outside the BS and UCCs unless a checklist action item requires another agency's support or assistance. Prepare required messages, but do not transmit. Several areas will be inspected by reviewing procedures established in operations plans or by testing specialized teams. (AFI 90-201/AETC Sup 1 par A25)

11.1. **(Added)** During THREATCON exercises, handicapped vehicles do not have to be moved from the handicapped parking lots adjacent to the following buildings: Education Center, Bldg 402; Base Exchange/Commissary/ Shoppettes, Bldg 239/120/1105/1400; Lodging, Bldg 1600; and the Hospital, Bldg 1200. However, facility custodians must demonstrate the capability to evacuate the lots by (at a minimum) notifying building occupants of the exercise and posting a visual aid on stands or cones in the appropriate areas of their parking lots.

11.2. **(Added)** When a THREATCON exercise requires the movement of trash containers (dumpsters) away from facilities, the capability will be demonstrated by contacting the contractor and having one container moved. The one dumpster moved will represent the movement of containers throughout the base.

11.3. **(Added)** During THREATCON exercises, emergency response vehicles do not have to be moved from the building, due to real world response needs. However, established procedures will be developed for real-world need of relocating the vehicles.

11.4. **(Added)** During THREATCON exercises, emergency room doors will be simulated locked, allowing emergency room patients access only. This door will have a guard posted to allow only these patients' access.

12. SIMULATIONS:

12.1. **(Added)** Procedural simulations: Expense and safety are the basis for requesting procedural simulations. (AFI 90-201/AETC Sup 1 par A22.4)

Attachment 2 (Cont)

12.2. **(Added)** For simulated deployments, preapproved listing of simulations: Although the following simulations need not be requested, in tasking instructions the IG may direct limited accomplishment to demonstrate capability. (AFI 90-201/AETC Sup 1 par A22.5)

12.2.1. Issue of flight lunches.

12.2.2. Movement of controlled medical items.

12.2.3. Removal of protective mask filter items from protective packaging.

12.2.4. Delivery of cash to the processing unit.

12.2.5. Authentication of special orders. Provide two copies to each traveler with additional distribution to required workcenters.

12.2.6. Delivery of medical records.

12.2.7. Recall of personnel from leave or TDY.

12.2.7.1. Instructor and student pilots, students in formal training, or other active duty personnel with regulatory guidance mandating specific rest cycles, will be simulated present for duty and will not be recalled.

12.2.8. Issue of chemical antidote.

12.2.9. **(Added)** For units who ship weapons and munitions as excess baggage, their Unit Deployment Manager (UDM) will draw the weapons and munitions then transport them to their unit assembly. In turn, they will issue a 3x5 card stating that "This represents 60 rounds of 5.56mm/30 rounds of 9mm ammunition and will be placed in your checked baggage." (reverse side states) "During a real world deployment, the actual ammunition would be issued in a crush proof container, weighing less than 11 pounds total weight, and placed in the individuals checked baggage."

12.2.9.1. **(Added)** After assembly complete, the UDM will return the munitions to the munitions storage area. This demonstrates the capability to draw and issue weapons and munitions.

12.2.10. **(Added)** ID simulated people with an "S" on TDY orders. (AFI 90-201/AETC Sup 1 par A10.22.2)

12.3. The following is a list of preapproved simulations during "attacks:"

12.3.1. Shelter hardening, stocking, and activation.

12.3.2. Base evacuation.

Attachment 2 (Cont)

12.3.3. Sounding the base siren. Demo actions necessary to activate system.

12.3.4. Aircraft dispersal.

12.3.5. CONUS Airborne Reconnaissance Damage Assessment (CARDA)

12.4. **(Added)** Computer, utilities, and communication outages:

12.4.1. **(Added)** When an exercise scenario includes the sudden loss of base utilities to one or more buildings, the outage(s) will be simulated by telling the occupants not to use that utility (i.e., water, electricity, and/or phone, etc.). Facilities with a backup power source may be required to put the alternate source on line and operate the facility on alternate power. (Exceptions: The Simulator Building, Bldg. 268, and the Base Communications Center, Bldg. 932, will not initiate their alternate power source unless coordinated in advance and specifically directed by the EET/IG Team Chief.)

12.4.2 **(Added)** The intentional cutoff of base utilities will be simulated by identifying the cut-off points and dispatching personnel to touch the controls. Use of those utilities should then be denied.

12.4.3. **(Added)** Exercise computer outages will be simulated unless actual shutdown is specifically requested by the using organization and approved by the Wing Commander, IG, EET Chief, or ORI Team Chief.

12.4.4. **(Added)** During scenarios requiring facility communications isolation and/or hostage negotiation line activation, the capability will be demonstrated by pointing out the switch/plug that would be manipulated. Power to the digital multiplexing systems should not be cut-off. Isolated communications will be simulated by using a single-line, non-digital telephone, such as a STU-III.

12.5. **(Added)** During “on-base” exercises, that portion of a cordon that would extend beyond the base perimeter fence will be simulated. Any portion of a cordon which would extend across an active runway or taxiway will also be simulated. Any portion of a cordon which would be overflowed by the traffic pattern (vapor clouds) will be simulated as well.

13. **Causalities (Added).**

13.1. **(Added)** Casualties (sick, wounded, injured and fatalities) will be simulated by personnel or mannequins wearing moulage or by input cards indicating the type and extent of wounds or injuries. In mass casualty exercises, casualties will be limited to a ratio of two casualties for each fire/rescue member expected to be available.

13.2. Medical teams may use reusable medical supplies (i.e., splints and bandages), but non-reusable supplies (e.g., medication and needles) will be simulated.

14. Use simulated cash (i.e., play money, discarded machine cards with dollar amounts annotated, etc.) during exercises not involving actual deployment.

Attachment 2 (Cont)

15. Simulate the movement and distribution of drugs and narcotics by using representative props which demonstrate correct procedures.
16. Simulate issue of first-aid kits by issuing exercise containers configured to the approximate dimensions of actual containers. Personnel deploying to the field for employment exercises will deploy with all required equipment (unless waived by the EET). "Exercise Use Only" first-aid kits should be deployed to save resources and costs.

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Attachment 3

SAFB FORM 250(Implementer)

EXERCISE IMPLEMENTER (MUST BE PRINTED ON YELLOW CARD)	
EXERCISE NAME/TYPE	MSBL OR CARD NUMBER
EVALUATOR (put by)	INPUT TO
INPUT BY (Organization/Office/Symbol/Unit) (if simulated)	INPUT TIME
SPECIAL INSTRUCTIONS	

SHEPPARD AFB FORM 250, FEB 97, (F-V1) (NR)

PREVIOUS EDITION WILL BE USED.

EXERCISE	EXERCISE	EXERCISE
E X E R C I S E	THIS IS AN EXERCISE:	E X E R C I S E
	ANTICIPATED RESPONSE:	
EXERCISE	EXERCISE	EXERCISE

SHEPPARD AFB FORM 250, FEB 97, (REVERSE)

Attachment 4

SIMULATION REQUEST SAMPLE LETTER

Computer generated letter head is OK to use.

Please include only simulation request per page using the format below:

NOTE: Please use your chain of command when routing this request.

DATE (current)

MEMORANDUM FOR 82 TRW/CC

FROM: Your organization and address

SUBJECT: Short title of simulation request

1. SIMULATION DESCRIPTION: (narrative explanation of simulation)
2. JUSTIFICATION: (cost and/or impact if disapproved)
3. CAPABILITY SHOWN: (implementation of the simulation or demonstration of the capability)
4. POC: (Name, Rank, Office Symbol, DSN)

UNIT COMMANDER OR AGENCY CHIEF

SIGNATURE

1st Ind 82 TRW/CC

MEMORANDUM FOR 82 TRW/XPE

Approve/Disapprove request for simulation.

SHARLA J. COOK

Brigadier General, USAF

Commander

EXERCISE EXERCISE EXERCISE

**SIMULATED MOVED
FOR
EXERCISE PURPOSES**

EXERCISE EXERCISE EXERCISE

EXERCISE THREATCON_____

IF THIS WERE AN ACTUAL THREATCON,
THIS PORTION OF THE PARKING LOT
WOULD BE CLOSED

EXERCISE EXERCISE EXERCISE